



<http://eservices.iowa.gov/rfp/>

<http://eservices.iowa.gov/rfp/logon/>

RFP Central Publishing System.

User Guide

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Requesting Access

The initial page you are presented with on the RFP Site is the logon page. If you do not already have an account you will need to request access to the system. To request access please click on the link under the logon form that reads “Request Access”, as shown in the image to the right.

Once you have clicked on the link, you will be taken to a form that you will need to fill out in order to gain access to the RFP Publishing System. Please fill out all the fields, and be sure to put in valid information. The form should look like the one shown to the right. Passwords should contain at least one number, and be at least 8 characters in length. Please be sure to fill out the ‘Agency’ field and remember it. Click on the next button to continue.



The image displays two screenshots from the State of Iowa RFP Management System. The top screenshot is the login page, titled "State of Iowa RFP Management System". It features a "Logon" link and a "Logon" form with fields for "Username" and "Password", a "Logon" button, and links for "Request Access" and "Forgot Logon". A red arrow points from the "Request Access" link to the bottom screenshot. The bottom screenshot is the "New User Registration" form, which includes fields for "Username", "Password", "Password Again", "Email", "Full Name", "Agency", and "Agency Contact", along with a "next" button.

The “Agency Contact” field should contain the email address of the purchasing agent for your agency. This information will be displayed for vendors to contact that person via email. Once you have entered all of your information and clicked on the ‘next’ button, you have completed step 1 of the gaining access. For step 2, check your email for a message from the system, notifying you that you are ready for the next step. To continue the registration process, click on the link in the email.

After you click on the link provided in your email from the system, you should be taken to a simple finalize page. Input your password and click on the ‘Next’ button to finish your account registration. **NOTE: Clicking on the ‘Cancel’ button will void the account and you will have to start all over.**

Once these steps are completed, you must wait for the admin of the site to verify your account, and open it for publishing, you will receive an email when your account is ready for use. Your account will be active for 30 days. After your account is deactivated, you will need to request a new account when needed.

Logon

To logon to the RFP System, simply input your username and password, and click 'logon'. Your logon will create a session object, which will be valid for the entire day, or until you click on the logout link in the menu. If you have trouble getting logged in, click on the "Forgot Logon" link and fill out the form to get a chance to change your password.



Forgotten Passwords

If the event that you forget your password, you may use the 'Forgot Password' link on the logon page, to issue yourself a new one. Input your username, email used for registration, and agency listed for registration, and click 'next'. Now enter your new password, following the requirements of 8 characters, and at least 1 numbers. Click 'next' to finish the process and register your new password.

Forgotten Password	
Username	<input type="text"/>
Email	<input type="text"/>
Agency	<input type="text"/>
<input type="button" value="next"/>	

Forgotten Password [Step 2]	
New Password	<input type="text"/>
New Password Again	<input type="text"/>
<input type="button" value="next"/>	

System Navigation



For regular user-level access, your menu should look exactly like the one pictured to the left. Each item represents a different group of actions. Each item is listed below, with a description of what it is used for.

Page(s) – Used To add / remove / edit / preview published pages.

Images – Used to view / add images, and check their url.

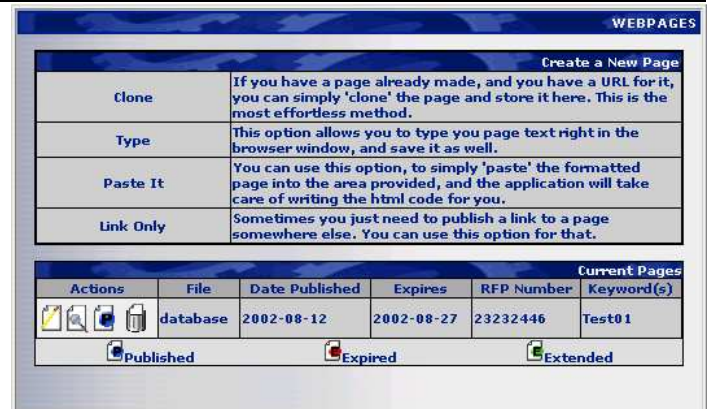
Trash – When items are in the trash, they can be deleted, or restored.

Logout – Logout of the system

Now that we have the basics down, I will give detailed info on each item as a page.

Page(s) (Content Manager)

The page system is the main area of this application. From here, all your publishing tasks can be accomplished. Here you may add pages, edit them, remove them, and you can preview them from here as well. The top area is the menu for creating new pages. There are four methods of creating pages in this version.



Method 1 – Type

This method allows you to write your page's HTML / JAVASCRIPT right in the browser window and save it. You can save it and update it later, as well. If you wish to use images, please upload them via the 'images' panel and use the links provided in the 'images' panel.

Method 2 – Paste It

This method allows you to copy an html page right from your browser window, and paste it in to a page in the RFP System. You can create the page in any html or text editing software, and save it as a webpage, then view and copy it (EDIT->select all EDIT->copy) Once copied simply click in the pasting area, and select paste from the edit menu on your browser. Your content can then be saved.

Method 3 – Link Only

The link only method will provide a link to your document located somewhere else. This will also allow you to keep a description and title for your remote document, as do the other 3 methods.

Method 4 – Document Publisher

The link only method will allow you to use a document as your page. This will also allow you to keep a description and title for your document, as do the other 3 methods. The system only allows word docs, pdf files, html pages, or plain .txt files. Fill out the item description, click the [browse] button to locate your document, and then click the [new] button. Your documents must be under 1mb in size.

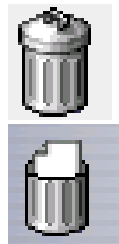
Images (Image Manager)

The image panel allows you to see images you have access to, and add new images. It also provides you with a URL for the images, so that there is no confusion about how to include them in your pages. To upload a new image (less than 300kb) simply click on 'browse', locate the image, and then click on 'upload'.



Trash (Discarded Items Manager)

The trashcan has 2 states, empty and full. When the trash is empty this link has no function at all. When the trash is full, or has items in it, its icon changes and you are able to enter the trash manager. Pages can be saved in the trash for as long as you wish. When in the trash they cannot be accessed by web browsers. There are 2 things you can do in the trash area, "RESTORE" or "DELETE". Restoring a page simply puts it back in your pages list, and makes it public again. Delete remove a page permanently.



Logout (Session Manager)

This will simply end your session.

Contacts

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